

**COLUMBUS PARKS AND RECREATION
BOARD MEETING
THURSDAY, JANUARY 9, 2014
12:00 Noon**

AGENDA

12:00n **Call to Order**

12:05 pm **Action Items**

- a. Election of officers
- b. Approve minutes (12/12/13) & (1/6/14)
- c. Approve claims and payrolls

12:25 pm **Discussion Items**

12:30 pm **Information Items**

- d. Staff reports

12:45 pm **Board Comments**

1:00 pm **Adjourn**

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**Board Meeting Agenda
January 9, 2013**

Call to Order

Action Items

- a. Election of officers – Board will elect officers to serve in 2014.
- b. Approve minutes – Request Park Board approve the minutes for the December 12, 2013 meeting and January 6, 2014 Executive Session. – Attachment 1
- c. Approve claims and payrolls - Request Park Board approve claims and payrolls as submitted.

Discussion Items

Information Items

- d. Staff reports

Board Comments

Adjourn

**COLUMBUS PARKS AND RECREATION
BOARD MEETING MINUTES
THURSDAY, DECEMBER 12, 2013
12:00 NOON**

Present: B. Russell, M. Tucker, N.A. Brown, J. Hartsook and B. Wagner

Councilman D. Bunch, D. Doup, D. Hayward, M. Caldwell, J. Logston,
J. Sargent, J. Brinegar, A. Williams and C. Brummett

President B. Russell called the December 12, 2013 meeting of the Columbus Park Board to order.

Subject: Approve minutes

J. Hartsook made a motion to approve the Park Board minutes for November 14, 2013 as distributed. N.A. Brown seconded. Motion carried.

Subject: Approve quotes/bids for engineering study – People Trail near Indianapolis Road bridge

B. Russell said the next agenda item was the review and approval of quotes for an engineering study near Indianapolis Road. This is the second time the board has looked at this project. We want to be sure we are comparing apples to apples as far as today's quotes. B. Wagner said the quotes today are for the People Trail area near Indianapolis Road which has an area that is washing out. He said we asked for quotes for engineering services and we are looking at awarding phase 1 of 3 phases today. We asked for quotes to be submitted with each of the phases listed separately. J. Hartsook noted, as submitted, we don't know what the phase 1 cost is for Christopher Burke. Their quote is not broken down in phases. J. Brinegar said we did not receive a quote from them that was broken into phases. J. Hartsook asked why we are doing this project in phases. He said if we have different engineering firms for each phase it may be more expensive. B. Wagner said Phase 1 is the discovery phase to determining what type of permitting will be needed. J. Brinegar said phases 2 and 3 will blend together more. J. Brinegar said all quotes received are from companies that we have worked with in the past and they have done a good job for us. The Board with advice from counsel agreed that it would not be appropriate to ask Christopher Burke to break their quote down by phases at this point. After further discussion, N.A. Brown made a motion to award phase 1 of the project to the Strand Corp. and as quickly as we get the necessary information from them, we seek bids for phases 2 and 3 and lock those in with one company. M. Tucker seconded. J. Hartsook voted nay. B. Russell approved. Motion carried.

Subject: Donner Center Roof update

B. Wagner introduced David Doup from Taylor Bros., who is serving as consultant for Donner Center roof. He has done some investigation looking at the scope of the work and what the options are. D. Doup distributed a report showing work needed along with budget estimates. He said they looked for solutions to provide the most value for the long term. They have looked at the deck, the roofing and the area underneath the deck that has structural deficiencies. He noted the work needed has been broken into 3 project phases. He said the engineering study has been completed and recommendations made. There are two areas that need reinforcement in the deck area to bring it into structural compliance with current codes. Information was provided on how the reinforcements will be made. Work will be a little less invasive than they first thought it would be which should be helpful to the budget. He detailed work to be performed

in sealing the deck including removing the seating, expansion joints opened up and rebuilt structurally and reinforced with grout and the edge near the gutter will be reinforced and rebuilt prior to deck re-surfacing. They are proposing a product that comes with a 10 year warranty be used to coat the deck. They feel that they can get competitive quotes for this. In conjunction, there are some steps and handrails that need to be repaired/re-built. They have found others who have used this type re-surfacing application and they have been satisfied with it. He noted there are distinct areas that can be addressed as far as re-roofing. The solutions they are looking at would involve tearing off the current roof, removing the insulation and installing tapered insulation and then replacement with a 30 year warranted roof system. B. Wagner asked if energy efficiency will increase. D. Doup said it would somewhat with the tapered insulation system and increased depth. B. Russell asked if additional insulation could be looked at. D. Doup said they could and it would be easy to do at this point. Bottom line costs have been calculated along with a description on how they were determined. He said some of the HVAC units are in question and they could probably replace one or two within the budget. B. Russell asked if the current roofing systems are the same age. D. Doup said they are about the same age with approximately 5 years separating them. J. Hartsook asked about the age of the HVAC units. C. Ritz said some are 20-25 year old units. B. Russell asked if it was better to replace curb and flashing with the HVAC replacement. D. Doup said they have replaced several units downtown and they set them down right on the old curb and flashing. J. Brinegar said we had to replace one HVAC unit last fall. D. Doup said there is no need to replace something if it is working okay. M. Tucker asked if it would be similar to the Hamilton Center roof where it would be less costly to do all phases at the same time. D. Doup said there would be some savings if at least 2 phases were done together and we could get at least a 10-15% savings if doing all 3 phases together. B. Wagner said we have, in re-purposed money, \$537,000 in funding for Donner Center work between \$480,000 for the roof and \$87,000 for the HVAC. He said that, along with the savings from other projects, may allow us to totally fund the necessary work at Donner Center. D. Doup said some of the work to be undertaken is sensitive to the elements with curing time needed for the deck coating. They have also been warned by staff about the need to have the work completed by a specific date. J. Hartsook asked if the bleachers will go back in. D. Doup said they would after repairs are made and the coating applied. B. Russell asked Casey if there are certain areas more in need than others. C. Ritz said we are looking at Phase 1 and 2 as high priority. Locker room areas are in phase 1. C. Ritz said the seating area is also tied to phase 1. J. Logston said funding of the Edit bond projects is not subject to the 5% capital cap. If the Park Board determines the need to proceed with all phases, the money is pretty much ready to go. Next would be moving forwarding with the bid process. B. Russell asked if all coping and flashing were included in the estimates. D. Doup said it was. J. Hartsook asked if the overall contingency was still available or has it been needed at Hamilton Center. J. Brinegar said at this point it has not been needed at Hamilton Center. B. Russell asked what the next steps should be. D. Doup said it would be to take the scope of the project as determined by staff and then begin putting together specs to solicit quotes for the work. J. Logston asked if each phase can stand alone. D. Doup said they can totally stand alone. They are broken out as 3 "stand alone" projects. They will be managed to give us the most for our money. J. Logston asked if they were proposing doing the work through a quoting process. D. Doup said yes. They will not be advertising and there will be no lengthy bid documents. J. Logston noted it should be an open quoting process seeking at least 3 quotes. B. Wagner said the quotes would be reviewed and approved by the Park Board. B. Russell asked that D. Doup move forward to complete the scope of work with staff and prepare requests for proposals for the work to be quoted in phases. He asked that D. Doup work with staff and Jeff Logston to get the projects out for quote. He asked that HVAC viability be determined and to make sure replacement is included if needed. N.A. Brown said she had been concerned that the cost would be much higher.

Subject: Approve 2014 Non-Reverting Fund Appropriations

J. Brinegar presented the 2014 Non-Reverting Fund Appropriations to the Park Board for approval. He said there were some small increases in some of the budgets. Marketing went up slightly due to increased cost in printing. B. Russell asked if these were revenue items. J. Brinegar said they are expense items. He said Administration budget has increased due to FFY credit card transactions for expenses that are run as a pass through in this account. N.A. Brown asked if there is a way to amend that so Board is aware of what is in this account. Jamie will note that in the report to the board each month. J. Brinegar said there was an increase in Wellness. They continue to grow and we value our partnership with them. They provide money to pay our part-time administrative person. Gymnastics has a slight budget increase. The program continues to grow. Hamilton Center had a slight increase mainly due to the 2% raise. Special events increase is due to the 2% increase in wages. Teams & Leagues increase due to changes in soccer, athletic programs and work done for BCSC. There is no real change in Sports Camps. We take registrations for several sports camps each year and have a small administrative fee for that. N.A. Brown asked if we processed their fees minus administrative fees. J. Brinegar said that is correct. Revenue will offset any increased costs. This year we are about \$78,000 in the black. M. Tucker made a motion to approve the 2014 Non-Reverting Fund Appropriations as presented. J. Hartsook seconded. Motion approved.

Subject: Approve claims and payrolls

B. Russell asked Park Board members if there were any questions regarding the claims. No questions were received. N.A. Brown made a motion to approve the claims and payrolls as distributed. M. Tucker seconded. Motion carried.

Subject: 2014 Goals

B. Wagner reported he met with Matt Caldwell, new Director of Finance, and the Mayor yesterday to review 2013/2014 goals. The goals will be part of the strategic plan. Goals included expansion of the People Trail, Safe Routes to School, determining what will be needed to become a Tree City and energy efficiency. He will be e-mailing information on the goals to the Board and would appreciate input.

Subject: Financial reports

J. Brinegar reviewed the November financial reports noting that we received a fall tax draw in November. The General Fund is in really good shape right now. We are about where we want to be with our 6 month reserve level. In Non-Reverting, revenue was down a bit as compared to November 2012. Our expenses were lower and we are still solidly in the black. He reviewed the percentages spent by category in the General Fund through the end of November. We have not had any capital expenditures in the Park General Fund. Revenues are lower due to a cooler summer and lower pool attendance. Expenses are lower to date as a whole due to the lack of capital expenditures in 2013.

In the Non-Reverting Fund, net profit for the year is above 2012. Wellness is still in the black. Last month's difference in Hamilton Center 2012 vs 2013 income was due to the receipt of a grant from the Reeves Foundation of \$20,000 in 2012 for replacement of the software. J. Hartsook said so the difference from last October was an anomaly. He asked about October Fall Foliage income. J. Brinegar said it has been moved to around Thanksgiving. Carleen has added some programs during fall break. He reported that Teams and Leagues income is down but we are waiting on the second and third quarter checks from BCSC. We are running ahead on revenues for the year largely due to a payment from Columbus Softball Association made in 2013 for 2012. Realistically we are about even for the year. The Non-Reverting Fund balance is solidly in the black. J. Hartsook asked if we have detail on what programs have been added to detail costs. Jamie will look into that.

The Commons budget is solidly in the black for the year. We are pleased with revenues for the year and with all the events being held we expect to meet income projections. Contract has been signed for Jordy McTaggart. They want to be open by St. Patrick's day. J. Brinegar recognized A. Williams, J. Keller and Shanda Sasse for all their work on the Christmas Village. It was a great event. N.A. Brown asked about the caution tape in front of the Commons. J. Brinegar reported that we have had some problems with ice falling from the facility. We are determining the best way to manage this so everyone is safe. B. Russell asked if there were any questions for Jamie. N.A. Brown asked when parking would resume in the front. J. Brinegar said the loading area will be available beginning Sunday. J. Logston said by city ordinance that area is designated for 15 minute parking. There will have to be a new ordinance to allow for longer (3 hour) parking. N.A. Brown suggested some of the spaces be designated as handicapped parking. D. Hayward said if any are designated as handicapped spaces, then there will also be a need to have ramps, etc.

Subject: Staff reports

A. Williams reported:

- She received great news last night while attending a meeting of the Visitor Center Board. They approved a \$20,000 grant for the Hamilton Center Capital Campaign. We are nearing the \$1M goal.
- We have an AmeriCorps staff member, Dick Boyce, who is being funded through Park Foundation - People Trail/Race2Play. He is doing a great job. He will attend a meeting soon to discuss the work underway.
- A great Christmas Village event was held this past Saturday at the Commons. Custer Nugent donated funding and many entities donated in-kind services. Great job by Ben and Erin Wagner who built the entrance to the Christmas Village. Lots of talent was shared during the event.
- She recently hosted 2 visitors at the state level. A representative from the state Bicentennial Commission who they took on a tour of the parks improved through the Race2Play project and they were very impressed. They have asked us to submit Race2Play as one of the celebratory projects for the 2016 Bicentennial Celebration. Also the Bicentennial Trust Executive Director visited and was shown two projects and we have been asked by them to submit a grant which could be as much as \$300,000. They were very supportive.

She noted that Dave Hayward was at the meeting today to share information on the People Trail Campaign. D. Hayward reported that through the People Trail campaign, the Park Foundation has raised \$1M for People Trail improvements. Design and permitting is done and the Park Foundation is working to get a few easements that are necessary. They are looking at extending the People Trail from State Street to Lafayette Street. They hope to begin construction next spring. The next stage will be the project near the old Sr. Center facility. They are working with the city's MPO to qualify for federal funding. They are also working with the Arts District on development of the river area. It is a great opportunity. It should be the signature section of trail for our community. We have received a DNR grant for a section of Clifty Park Trail. N.A. Brown asked if the Haw Creek portion goes under the bridge. D. Hayward said it does go under the State Street Bridge. N.A. Brown asked about the status of the Haw Creek trail along 25th street. D. Hayward said at this point, INDOT has pulled the funding for rehab of the bridge. That project is struggling right now. A. Williams said L. Brown, MPO, wrote a great report stating why this was a great project and why the bridge was needed.

Subject: Director's report

B. Wagner reported he is:

- Working on goals for 2014.
- Celebrating work being done at Hamilton Center.
- Celebrating work underway on improving Mill Race Amphitheater.
- Appreciative of all the work done by our park crew on the Christmas Village at The Commons and the clearing of snow, etc. Our crews help out all over.

Subject: Board comments

N.A. Brown asked if the trees in the pots downtown would be planted later. C. Ritz said that is the plan.

B. Russell thanked April Williams for all her work on the Christmas Village. There was a lot of time spent on that. April said she had lots of help including assistance from Shanda Sasse, Commons Manager.

B. Russell noted the election of Park Board officers for 2014 would be on next month's agenda. Park Board members agreed that appointments for 2014 would be:

N.A. Brown - Plan Commission

M. Tucker - Arts Council

J. Hartsook – Foundation for Youth

B. Russell congratulated staff for staying within an ever restricting budget. He noted appreciation for what Jamie does.

M. Tucker said the Park Dept. does an excellent job. N.A. Brown echoed those thoughts.

There being no further business, President B. Russell adjourned the meeting.

Respectfully submitted,

B. Russell, President
Columbus Park Board

N.A. Brown, Secretary
Columbus Park Board

Ben R. Wagner, Director
Parks and Recreation Department

**COLUMBUS PARKS AND RECREATION
EXECUTIVE SESSION
MONDAY, JANUARY 6, 2014
3:00 P.M.**

Present: B. Russell, M. Tucker, N.A. Brown and J. Hartsook
Councilman D. Bunch, J. Logston and C. Brummett

President B. Russell called the meeting to order.

The Columbus Parks and Recreation Board met in Executive Session on Monday, January 6, 2014 at 3:00 P.M. at Donner Center. The meeting was held pursuant to I.C. 5-14-1.5-6.1 (b) (6) to discuss a personnel matter. No decisions were made at the meeting and no other matter was discussed.

There being no further business, President B. Russell adjourned the meeting. .

Respectfully submitted,

B. Russell, President
Columbus Park Board

N.A. Brown, Secretary
Columbus Park Board